

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

(PLANNING DIVISION – DEVELOPMENT PLANNING – LOCATION – City Hall, 71 Main Street West, 5th Floor)

PLANNING TECHNICIAN II - ZONING BY-LAW REFORM - CUPE 5167

(1 PERMANENT FULL TIME POSITION)

SUMMARY OF DUTIES

Reporting to the Manager, Zoning and Committee of Adjustment. Provides research and support services to the Zoning By-law Reform team.

GENERAL DUTIES

Maintain and update project tracking system; monitor status of design projects.

Collect and compile site data; analyze and interpret data.

Input, manipulate and retrieve site data.

Conduct surveys; prepare and administer questionnaires.

Compile planning chronologies, site histories.

Conduct site inspections; take notes and photographs.

Write reports; compose correspondence.

Research data and prepare digital images and project information for presentation decks, presentation boards to be presented at public meetings and Council meetings.

Receive and answer inquiries from public, elected officials, other departments, municipalities and outside agencies.

Record and monitor the frequency of inquiries.

Co-ordinate preparation, printing and graphic needs for studies and reports.

Plan and make presentations to outside organizations; conduct tours.

Maintain information sources such as department publications and planning brochures.

Receive and answer public and departmental inquiries.

Prepare evidence for presentation at hearings.

Prepare maps and graphic displays for reports and presentations.

Assist in preparation, co-ordination and holding of Public Information Centres.

Assist in the research, analysis and preparation of Zoning By-law regulations.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated knowledge as a planning technician normally acquired by a completion of a two year Community College Program in Municipal Planning and related work related experience as well as extensive knowledge of planning related issues gained from this two year program and/or the equivalent education and relevant work experience.
2. Ability to express ideas effectively, graphically, orally and in writing.
3. Working knowledge of computer software including Microsoft Suite, InDesign, SketchUp.

SALARY:

Salary Grade I

HOURS:

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE
